Steven P. Dedrick
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Profile

To obtain a position that could compliment my career in Administration of Justice. I am a highly motivated, very conscientious person who values my strong work ethic and integrity in all aspects of my life.

Experience

Uretsky Security (current employer)
On Call Security Officer
Responsibilities include monitoring safety and security of persons, property, and assets in various environments.

National Command Link Network (NCLN20) Albany, NY 2007-2008
Security Guard
Responsibilities included monitoring safety and security of employees, building, property and grounds by utilizing various security protection methods and systems. As the security guard, I was the first person people saw when they entered the building, and therefore made an excellent impression of the company. The customer service aspect of this is helping manage office parties, directing deliveries, redirecting calls for employees, and relaying information through the company's clients.

Lucas on 9, Cape Porpoise, ME 04014 Summers 2005-2006
Table Busser
Responsible for keeping the restaurant clean and organized.

Kennebunk Beach Improvement Association, Kennebunk ME 2000-2006
Reading Camp Counselor for a summer camp. Responsibilities included safety of children in my care, as well as fostering an educational atmosphere in a small group setting. In this position, I worked daily for several hours with children and their parents to promote a friendly and constructive environment.

Skills Profile:

Proficient in Microsoft Office (PowerPoint, Word, Outlook, Excel)
80wpm
PR and report writing
Filing and organizational skills
Excellent team player and problem solver
Professional and communicative

Education

Monterey Peninsula College, AA in Administration of Justice. Estimated degree completion summer 2012.
Columbia High School, East Greenbush, NY Regents Diploma granted June 2007

Certifications

Licensed NYS Security Guard
NYS certified Volunteer Firefighter
Former member Defreestville Fire Dept, NY
CA Certification in Administration of Justice (may 2012)
CA Guard Card 2012

References available upon request